

# Hilo Union School Fall Intersession 2017

## “Camp Kama’aina Kids”



Hawaii's Enrichment & Education Professionals  
A Non-Profit Organization

**Site Coordinator: Nadine Hughes/Micolle Spalding-Carriaga**

**Phone Number: 796-1206 (once program begins)**

October				
Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13
On Site “Pumpkin Patching”	Excursion “A Shopping We Shall Go”  Sack n’ Save	On-Site “L’ego My “Lego”	Excursion “Good things come to those who BAIT”  Liliuokalani Gardens	On Site “Leave” It to Me!”
<i>Sign-in by 8am</i>				

**Program Hours:** 7am –5:30pm  
**Before Care:** 7am – 8am  
**(Program starts at 8am)**  
**Program:** 8am – 2:30pm  
**Pick-up Times:** 2:30pm – 5:30pm

### Sign In and Sign Out Procedures

Please check your child in and sign out with the Group Leader daily. Your child will be released only to the people on the release form. Pick-up person should be prepared to show a picture ID. If you want your child to walk home alone, please ask your Site Coordinator for a Release of Unaccompanied Child Form.

### Drop-Off Time

On excursion days, please have your child at the site by 8am so we can board the bus at our scheduled time.

### Late Pick-up Fees

Program pick-up time: 2:30pm – 5:30pm

Please pick up your child on time. If you know ahead of time that you will be late picking up your child, please call the Site and let them know. There will be a \$5 fee for every 15 minutes (or fraction thereof) that you are late (i.e., 1-15 minutes late = \$5; 16-30 minutes late = \$10, etc.). This fee is due immediately and should be given to the staff member on duty.

### Things to Bring

- Snacks
- Lunch
- Swimsuit
- Sunscreen
- Extra Clothes
- Baseball Cap
- Water
- Towel
- Covered shoes and Reef Walkers

### Notes:

1. All excursions/activities are subject to change.
2. If a child misses the bus, it is the parent’s responsibility to get their child to the excursion.
3. Please leave all valuables at home, where they are safe.
4. Please bring a home lunch if your child will not be purchasing lunch.

# ADDITIONAL INFORMATION

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### **Absences**

If your child is going to be absent, please call your Site Coordinator before 8am. Refunds will not be issued for absences. If you have any questions, please see your Site Coordinator.

### **Withdrawals/Reducing the Number of Registered Days**

Kama'aina Kids will issue a full refund less a \$30 service fee for complete withdrawals before the start of program. Once the program has begun, there will be a \$30 service fee plus a \$30/day for Day Camps multiplied by the number of registered days up until the receipt of notification of any withdrawals or reduction in the number of registered days. These fees are not intended as a hardship, but rather to cover expenses we have already incurred.

**PARENTS MUST SUBMIT A WRITTEN NOTICE OF WITHDRAWAL OR REDUCTION IN REGISTERED DAYS AT LEAST 24 HOURS IN ADVANCE OF THE FIRST DAY OF WITHDRAWAL.**

### **Changes**

A change in the dates of your registration or location of your program will result in a \$10 service fee charged to your account.

### **Schedule Changes**

While all excursions are planned and reserved in advance, there are times when extenuating circumstances require us to make changes in the schedule. Parents will be notified of any schedule changes at the site.

### **Discipline Policy**

If a child's behavior is extremely disruptive to the program or is a potential danger to the other participants in the program, we will do everything possible to help the child. If the negative behavior continues, parents will be notified and the appropriate action will be taken, including suspension and/or dismissal from the program. Refunds are not issued for days missed due to suspension or dismissal.

### **Medication**

Medication must be in the original container with doctor's instructions. Give all medication to the Site Coordinator. Our staff will pour out the prescribed dosage, and the child will give him/herself the medication while being witnessed by both the Leader and Site Coordinator. If medication must be kept cold, please bring it in a small cooler with ice.

### **Emergency Procedures**

- If a medical emergency arises, Kama'aina Kids will first attempt to contact the child's parents. If the parent cannot be reached, Kama'aina Kids will attempt to contact persons authorized by parents in case of emergency.
- If no authorized persons can be reached, appropriate treatment will be secured at the nearest medical facility.
- If a major illness or injury is involved, the child will be taken by ambulance to a designated site and/or physician.
- Parents are financially responsible for any medical care or treatment incurred on their child's behalf.

### ***All activities are subject to change.***

Eligibility to participate in this program is reliant upon verification of a child's ability to function safely in a 1:15 ratio. Kama'aina Kids is an equal opportunity organization and does not deny enrollment or discriminate on the grounds of race, color, religion, gender or national origin.

**For more information visit us online at [KamaainaKids.com](http://KamaainaKids.com)**